

ANNUAL REPORT TO PARLIAMENT

2020-2021

Privacy Act

***WOMEN AND GENDER EQUALITY
CANADA***



Annual Report to Parliament 2020-2021 on the *Privacy Act*

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WOMEN AND GENDER EQUALITY CANADA



1 Introduction

The *Privacy Act* provides Canadian citizens and permanent residents with the right of access to, and correction of, personal information about themselves that is under the control of a government institution. It also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the act.

The annual report on the administration of the Privacy Act describes how the Department for Women and Gender Equality (WAGE), fulfilled its responsibilities during the reporting period of April 1, 2020 to March 31, 2021.

The Minister for Women and Gender Equality, as head of the Department for Women and Gender Equality, is required to prepare an annual report on the administration of the Act. This report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*.

2 Woman and Gender Equality Canada Mandate

The mandate of WAGE is to advance equality, including social, economic and political equality, with respect to sex, sexual orientation, and gender identity or expression. WAGE also works to promote a greater understanding of the intersection of sex and gender with other identity factors that include race, national and ethnic origin, Indigenous origin or identity, age, sexual orientation, socio-economic condition, place of residence and disability.

The vision of WAGE is a Canada where people of all genders, including women, are equal in every way and can achieve their full potential.

WAGE works to advance gender equality through an intersectional gendered lens. Working in partnership with key stakeholders, including civil society organizations, labour groups, the private sector, other orders of government, and First Nations, Inuit and Métis peoples, WAGE actively promotes the inclusion of all people in Canada's economic, social, and political life. WAGE works to uphold its mandate to advance gender equality by performing a central coordination function within the Government of Canada by developing and implementing policies, providing grants and contributions, delivering programs, investing in research, and providing advice to achieve equality for people of all genders, including women.

3 Organizational Structure

The Access to Information and Privacy (ATIP) office is part of the Corporate Secretariat. This office is responsible for implementing, managing and coordinating programs and services relating to WAGE's administration of the *Access to Information Act* and the *Privacy Act*, as well as providing advice to WAGE's employees as they fulfill their obligations under both acts.

In fiscal year 2020-2021, the ATIP office consisted of an ATIP Manager, ATIP Coordinator and ATIP officers at various levels.

The ATIP Manager and ATIP Coordinator act on behalf of the Minister for Women and Gender Equality, to ensure that the Department's responsibilities under the Access to Information Act, the Privacy Act and the Service Fees act are met. The ATIP Office reports to the Corporate Secretary. In fiscal year 2020-2021, the ATIP office consisted of an ATIP Manager, an ATIP Coordinator and ATIP officers at various levels, with two areas of responsibility encompassing the following key activities:

Privacy Management

- Provision of advice on privacy matters both internally and externally to the department
- Development of procedures to optimize operations performance
- Promotion of awareness of privacy considerations
- Privacy issues management
- Provision of advice and review of proactive disclosures

ATIP Operations

- Provision of training and expertise on access to information to internal clients
- Processing of access to information and privacy requests formally received under the acts
- Consultations with government organizations and/or third parties
- Response to calls and informal requests for information
- Point of contact to resolve formal complaints by oversight bodies
- Dialogue with sectors and other federal government institutions
- Provision of advice and guidance related to proactive disclosures under the *Access to Information Act*
- Preparation of WAGE's annual reports to Parliament on the administration of the acts

4. Delegation Order

The Minister for Women and Gender Equality has given the responsibilities associated with the administration of Privacy Act to the Department for Women and Gender Equality (WAGE) officials through a delegation order which can be found in Appendix A.

WOMEN AND GENDER EQUALITY CANADA

5. Performance 2020-2021

The Access to Information and Privacy Office (ATIP) did not receive any new privacy requests during fiscal year 2020-2021. This was also the case in fiscal years 2018-2019 and 2019-2020.

The cost of operating the program was \$32,106 for fiscal year 2020-2021.

Interpretation of the statistical report for requests under the *Privacy Act*

The annual statistical report for fiscal year 2020-2021 is included at the end of this chapter (Attached as Appendix B). An additional 2020-2021 Supplemental Statistical Report on the *Privacy Act – Requests affected by COVID-19* has also been included in accordance with a new policy from Treasury Board Secretariat of Canada (Appendix C). This report identifies the impact of COVID-19 measures on Women and Gender Equality Canada's (WAGE) performance for 2020-2021 for transparency purposes.

Data Collection

The responsibility for the coordination of new data collection by the Department is assigned to the ATIP Manager. This ensures both compliance with the *Privacy Act* and meeting the privacy requirements as necessary.

6. Training and Awareness

There was one formal training activity provided during the reporting period. In addition, ninety-five (95) requests for advice and guidance were treated during the fiscal year to internal and/or external clients.

Over the course of the fiscal year, there was a notable increase in internal requests for privacy-related advice and guidance from WAGE program officials. The upward trend can be attributed to increased awareness of privacy considerations related to program initiatives involving the potential collection, use, retention and disclosure of personal information, in addition to the growing interest in the use of new technologies, and the increase in employee engagement and public outreach activities. This year, the ATIP office continued to support WAGE program officials in ensuring compliance with privacy legislation and policy requirements.

7. Policies, Guidelines, Procedures and Initiatives

During the fiscal year 2020-2021, WAGE continued to develop tools and procedures, including a privacy framework to meet privacy requirements.



8. Summary of Key Issues and Actions Taken on Complaints or Audits

Applicants have the right to register a complaint with the Office of the Privacy Commissioner (OPC) regarding any matter relating to the processing of their requests.

WAGE had no complaints or audits under the *Privacy Act* during the fiscal year 2020-2021.

9. Monitoring Compliance

The ATIP Manager continues to strengthen the privacy program to ensure compliance with the *Privacy Act* and meet any requirements, as necessary.

10. Material Privacy Breaches

There were no privacy breaches that occurred during the fiscal year 2020-2021.

11. Privacy Impact Assessment

During the 2020-2021 reporting period there were no new Privacy Impact Assessments initiated.

12. Public Interest Disclosures

There were no public interest disclosures made during this time period.

13. Supplemental Statistical Report on the impact of COVID-19 on the *Privacy Act*

In addition to completing the forms for the Statistical Report on the *Privacy Act* for 2020-2021, institutions were asked to complete a Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2020-2021 and going forward.

The Department received no formal privacy requests during the fiscal year 2020-2021 as reported in Appendix C.



DELEGATION ORDER

The responsibilities associated with the administration of the *Privacy Act* are delegated to departmental officials through a delegation order signed by the Minister of Status of Women Canada, currently Minister for Women and Gender Equality.

STATUS OF WOMEN CANADA / CONDITION FÉMININE CANADA

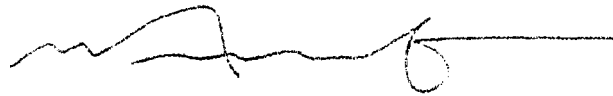
Access to Information Act and Privacy Act Delegation Order
Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information
et de la Loi sur la protection des renseignements personnels

The Minister for Status of Women, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedules hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedules opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, la ministre de la Condition féminine délègue aux titulaires des postes mentionnés aux annexes ci-après ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Dated this 26 day of April 2017

Daté ce 26 jour de Avril 2017



Maryam Monsef, P.C., M.P.
Maryam Monsef, c.p., députée

STATUS OF WOMEN CANADA

Delegation of Powers, Duties and Functions Pursuant of Section 73 of the PRIVACY ACT

Section of the Act	Powers, Duties and Functions	Head, Status of Women Canada	ATIP Coordinator
8(2)(j)	Disclose personal information for research purposes	X	X
8(2)(m)	Disclose personal information in the public interest or in the interest of the individual	X	
8(4)	Retain copy of 8(2)(e) requests and disclosed records	X	X
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures	X	X
9(1)	Retain record of use	X	X
9(4)	Notify Privacy Commissioner of consistent use and amend index	X	X
10	Include personal information in personal information banks	X	X
14	Respond to request for access within 30 days; give access or give notice	X	X
15	Extend time limit for responding to request for access	X	X
17(2)(b)	Decide whether to translate requested information	X	X
18(2)	May refuse to disclose information contained in an exempt bank	X	X
19(1)	Shall refuse to disclose information obtained in confidence from another government	X	X
19(2)	May disclose any information referred to in 19(1) if the other government consents to the disclosure or makes the information public	X	X
20	May refuse to disclose information injurious to the conduct of federal-provincial affairs	X	X

Section of the Act	Powers, Duties and Functions	Head, Status of Women Canada	ATIP Coordinator
21	May refuse to disclose information injurious to international affairs or defence	X	X
22	May refuse to disclose information prepared by an investigative body information injurious to the enforcement of a law, or information injurious to the security of penal institutions	X	
23	May refuse to disclose information prepared by an investigative body for security clearances	X	
24	May refuse to disclose information collected by the Canadian Penitentiary Service, the National Parole Service or the National Parole Board while individual was under sentence if conditions in section are met	X	
25	May refuse to disclose information which could threaten the safety of individuals	X	
26	May refuse to disclose information about another individual, and refuse to disclose such information where disclosure is prohibited under Section 8	X	
27	May refuse to disclose information subject to solicitor-client privilege	X	
28	May refuse to disclose information relating to the individual's physical or mental health where disclosure is contrary to the best interests of the individual	X	X
31	Receive notice of investigation by the Privacy Commissioner	X	X
33(2)	Right to make representations to the Privacy Commissioner during investigation	X	
35(1)	Receive Privacy Commissioner's report of findings of the investigation and give notice of action taken	X	
35(4)	Give complainant access to information after 35 (1) (b) notice	X	X
36(3)	Receive Privacy Commissioner's report of findings of investigation of exempt bank	X	X

Section of the Act	Powers, Duties and Functions	Head, Status of Women Canada	ATIP Coordinator
37(3)	Receive report of Privacy Commissioner's findings after compliance investigation	X	X
51(2)(b)	Request that Section 51 hearing be held in the National Capital Region	X	
51(3)	Request and be given right to make representations in Section 51 hearings	X	
72(1)	Prepare annual report to Parliament	X	X
77	Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above	X	X



Maryam Monsef, P.C. M.P.
Minister of Status of Women Canada

26/04/17
Date

2017-03-17

PRIVACY ACT

ANNUAL STATISTICAL REPORT

APRIL 1, 2020 – MARCH 31, 2021



Statistical Report on the *Privacy Act*

Name of institution: Women and Gender Equality Canada

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

Section 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

2.4 Format of information released

Paper	Electronic	Other
0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Closed requests

2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

2.7 Deemed refusals

2.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timelines Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultation			15(b) Translation purposes or conversion
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External	Internal	
1 to 15 days	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0
31 days or greater								0
Total	0	0	0	0	0	0	0	0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	0	0	0	0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)

9.1 Privacy Impact Assessments

Number of PIA(s) completed	0
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9.2 Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
	11	0	0	0

Section 10: Material Privacy Breaches

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

Section 11: Resources Related to the *Privacy Act*

11.1 Costs

Expenditures	Amount
Salaries	\$25,243
Overtime	\$0
Goods and Services	\$6,863
• Professional services contracts	\$6,863
• Other	\$0
Total	\$32,106

11.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.210
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.040
Students	0.000
Total	0.250

Note: Enter values to three decimal places.

**SUPPLEMENTAL STATISTICAL REPORT
ON THE IMPACT OF COVID-19**

APRIL 1, 2020 – MARCH 31, 2021



Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Women and Gender Equality Canada

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	0
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	52	0	52

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